Los Alamos
NATIONAL LABORATORY

TA-53 Facility Management

CONTROLLED DOCUMENT
(Uncontrolled Document if not printed in red)

Copy Number

0

TA-53 Procedure

Use of Badge Readers for Building Access

53 FMP 123-03.0

Effective date: October 16, 1995

APPROVALS

Approved by: *Signature on File*   **Date** _____
Richard D. Ryder
TA-53 Facility Manager

1.0 Introduction

Maintaining building security to ensure the protection of Laboratory property and equipment is the responsibility of the Facility Manager. When personnel needing access to buildings change on a regular basis, badge reader-controlled doors and authorized access lists are a cost effective replacement for administrative locks and keys. Where access is required by personnel from many organizations and by visitors, the TA-53 Facility Management Office has installed badge readers to control after-hours and weekend access.

2.0 Purpose

This procedure establishes the process for installation and use of building-access-control badge reader systems at the facility and the creation and maintenance of authorized access lists.

3.0 Scope

This Procedure applies only to badge reader systems used to control access to non-secure buildings within Facility Management Unit 61. Use of badge readers as part of access controls for Limited Access Areas is not covered by this procedure. Badge readers installed and operated by facility tenant organizations, or that control operational activities are also not covered by this procedure.

4.0 Definitions

Badge Reader — A device capable of detecting the presence of information coded in the magnetic stripe on an identification card, credit card, etc., and communicating that information to a control device.

Access Authorization List — A computerized list of persons and their associated identification number(s) that is compared with data read by a badge reader to determine if the badge holder is authorized to have access to a building.

5.0 Responsibilities

Facility management personnel, facility tenants, and badge holders have the following responsibilities:

If you are	**you will**

the Facility Manager	install badge readers as needed to ensure that building access is controlled and convenient.
	ensure that badge readers systems meet the Life Safety Code and Laboratory Standards.
	ensure that alternative means of access are available should a badge reader malfunction.

If you are	you will
the Facility Manager (continued)	implement a system for maintaining badge reader systems in operating condition. implement a system for controlling information entry onto and deletion from access authorization lists.
an access authorization list custodian	within one working day, enter data as requested by organizations occupying the building(s) for which you are the list custodian. remove persons from the access lists as requested by organizations occupying the building(s). remove visitors and temporary workers when their visits/assignments are complete.
a manager or group administrator	inform the facility management office when you want to have someone added to or removed from the access authorization list for your building(s). consider security issues when authorizing after-hours access.
a Laboratory badge holder	supply the necessary information to your organization for transmittal to the access authorization list custodians. use your badge to gain access to buildings you are authorized to enter. accept responsibility for others who enter with you on your authorization. report problems encountered in using badge readers to the Building Manager or Facility Manager. (Phone numbers may be found on the 24-Hour Emergency Contacts list on the building doors.)

6.0 Building Access

During normal working hours (7:00 a.m. to 6:00 p.m., Monday–Friday, excluding Holidays) badge reader systems on general-access office buildings will be programmed to allow access without requiring a Laboratory badge to be read. After-hours access

through badge reader-controlled entrances will be restricted to badge holders on approved access lists. Equipment buildings, laboratory buildings, or experimental areas with badge reader-controlled access will remain locked at all times. Only those personnel with adequate training and understanding of operations within those building should be authorized for access.

In the event of a badge reader system failure, access may be obtained by using an administrative key from the set of primary keys assigned to the major building tenant organizations. To the extent possible, each of the tenant organizations will have their primary lock installed in at least one of the exterior doors. In the case of magnetically locked doors, the organizational key can be used to temporarily interrupt power to the magnet. In the event of a total power failure, magnet-controlled entrances will remain unsecured until power is restored.

7.0 Authorization for Building Access

Authorization for after-hours/weekend entry is controlled by the organizations that occupy the building. **All communication with the Authorized Access List Custodians concerning entry or removal of personnel from the access authorization lists must either be in writing or by e-mail.** Certain individuals may be granted access to buildings by the Facility Manager based on their job duties. Such persons include certain members of the facility management team, computer network support team, and JCI custodians.

7.1 Required Information

Laboratory badges have a magnetic strip that can be encoded with information about the bearer. Badges currently in use are usually encoded with the Z number of the individual and a badge number (also printed on the reverse of the badge). The Laboratory Badge Office generally will not encode the magnetic stripe on visitor badges unless requested. For this reason, hosts of visitors who need after hours access to the facility should make a notation on the badge request (Form ST2661), <u>Please encode with information for automated access control</u>. Badge readers at TA-53 will attempt to match any numbers found on the badge with numbers in two fields on the authorized access list. At the present time only one field on the list is used; it contains the Z number for Laboratory and contractor employees or the badge number for visitors. This is the information that must be provided to the list custodians.

New Laboratory badges, currently scheduled for use beginning in May 1996, will have the bearers Social Security Number encoded in place of the Z Number. To provide a smooth transition from old to new badges, SSNs of authorized persons can be entered into the second field of the access lists. In that way the badge readers will be able to recognize either old or new badges. If present plans hold, SSNs will have to be provided to the list custodians in order for the new badges to be recognized.

7.2 Building Occupants

Unless instructions to the contrary are received from an appropriate line manager, all personnel assigned to work in a building will be entered into the building access authorization list.

7.3 Members of Organizations with Space in a Building

Organizations that occupy space within a badge-reader-controlled building may request that personnel assigned to other buildings be included on the access authorization list. To enhance security, only those personnel with a reasonable need for after-hours access should be so authorized. However, the Facility Management Office will honor all requests.

7.4 Members of Other Organizations

Organizations that occupy space within a badge-reader-controlled building may request that personnel from other Laboratory organizations be included on the access authorization list. Again, to enhance security only those personnel with a reasonable need for after-hours access should be authorized.

7.5 Facility Visitors/Users

On request of the host organization, visitors to facility tenant organizations and Users of the facility will be added to access authorization lists for the duration of their visits or assignments. When making the request, the host organization must provide an end date for the authorization. Should the end date change, the host authorization is responsible for notifying the Facility Management Office and, in the case of a visit extension, providing a new end date. Blanket authorizations, as in the case of LANSCE Users, are permitted as long as the instructions from the host organization are clear as to what access authorizations are to be granted and for how long.

7.6 Removal from Access Authorization Lists

Organizations that have authorized the placement of personnel on building access authorization lists are responsible for notifying the Facility Management Office when those personnel transfer, terminate, or otherwise no longer require access to buildings.

7.7 Authorization Updates

The Facility Management Office will supply semi-annual lists of currently authorized personnel to each of the organizations with space in a badge-reader-controlled building. The organizations will be asked to correct the lists as necessary, primarily to account for personnel no longer needing access but for whom removal had not been done as called for in Sections 7.5 and 7.6.

8.0 Trouble Reports

Problems encountered by badge holders should be reported to the Building Manager or to the Facility Management Office (665-2584). If possible, trouble reports should explain whether the fault is isolated to a single badge reader or entrance, or to a specific badge.

9.0 Records

The Facility Management Office and Access Authorization List Custodians will retain all written authorizations and printed copies of e-mail authorizations from building occupant organizations for at least one year from the date of receipt.

Records of accesses granted and accesses denied will be kept for a minimum of three months. Tenant organization managers and Laboratory security personnel may request printed copies of access records from the facility management office.

10.0 References

Los Alamos National Laboratory ES&H Alert no. 0020 *Configuration of Badge Reader and Door Lock Violates NFPA Life Safety Code 101*, January 31, 1995.

This page intentionally left blank.

Authorized Access List Custodians

Building	Name	MS	E-Mail Address
MPF-1	Becky Fernandez	H831	fernandez_b@lanl.gov
MPF-6	Pam Vigil	H814	pmvigil@lanl.gov
MPF-28	Pat Foy	H838	foy_patrick_i@lanl.gov
MPF-31	Pam Vigil	H814	pmvigil@lanl.gov
All	Richard Ryder	H814	ryder@lanl.gov